

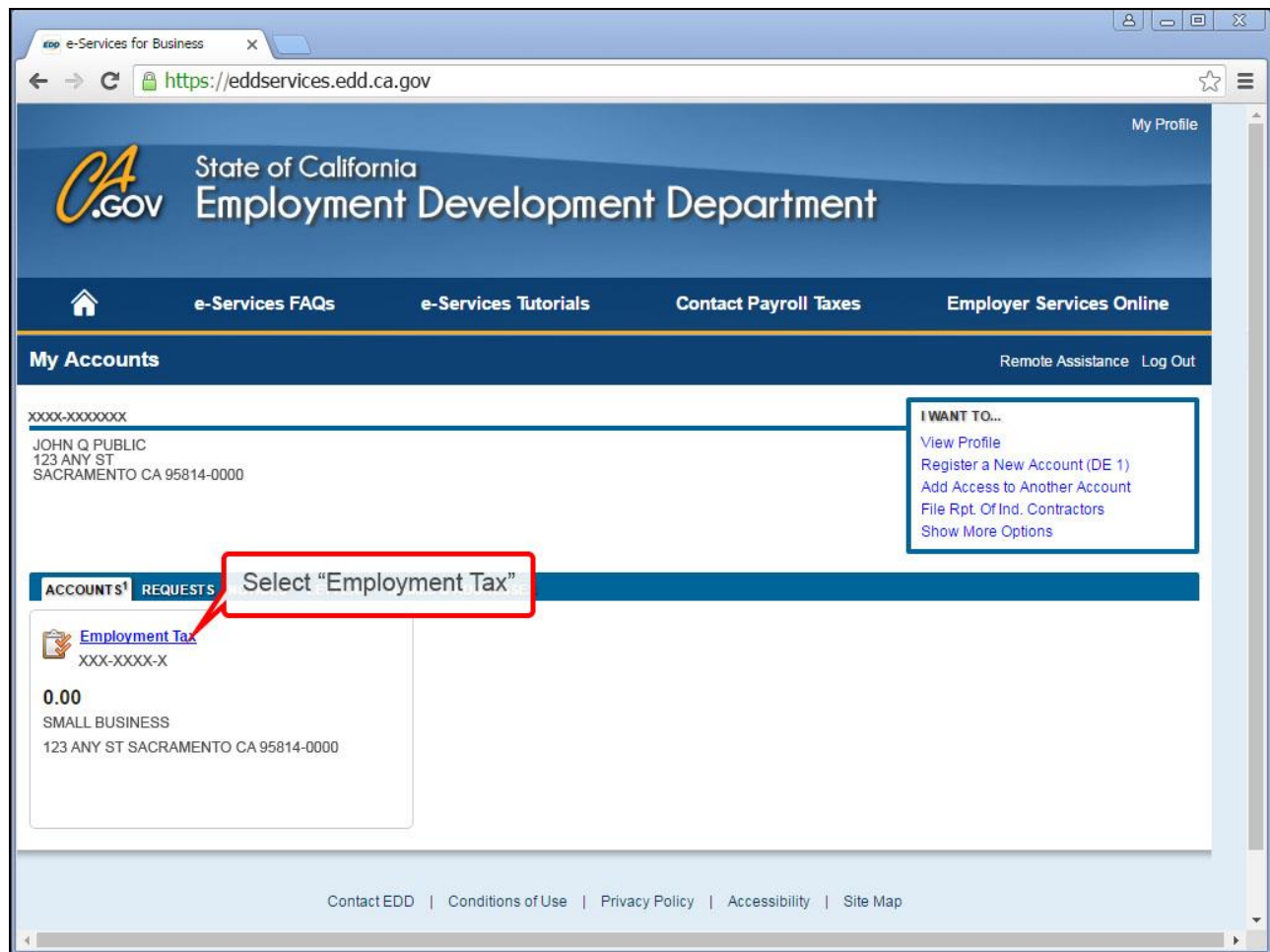
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## I Want to File a:

- *Quarterly Contribution Return and Report of Wages (DE 9)*
- *Quarterly Contribution Return and Report of Wages (Continuation) (DE 9C)*

### Slide notes

The California Employment Development Department (EDD) developed this tutorial to assist you with navigating through e-Services for Business. This tutorial will show you how to file a tax return and wage report in e-Services for Business. We will begin at the e-Services for Business home page.



## Slide notes

This is the e-Services for Business home page. Here you will select the “Employment Tax” hyperlink for the account for which you would like to file a return.

The screenshot shows the EDD e-Services for Business account page. The browser address bar displays <https://eddservices.edd.ca.gov>. The page header includes the CA.Gov logo and the text "State of California Employment Development Department". The navigation bar contains links for "e-Services FAQs", "e-Services Tutorials", "Contact Payroll Taxes", and "Employer Services Online". The account information section shows "My Accounts » Account: XXX-XXXX-X" and "Remote Assistance Log Out". The main content area displays "EMPLOYMENT TAX XXX-XXXX-X" and "SMALL BUSINESS" details. A dropdown menu titled "I WANT TO..." is open, showing options: "Make a Payment", "File or Adjust a Return" (highlighted with a red box), "View My Payments", "Update Account", and "Show More Options". Below this, a table titled "ATTENTION NEEDED" is shown with columns: Period, Return Status, Balance, and Messages. The table has one row for "31-Mar-2016" with "Multiple Returns" status and a "0.00" balance. A red box highlights the "Return List" link in the "Return Status" column. The footer contains links for "Contact EDD", "Conditions of Use", "Privacy Policy", "Accessibility", and "Site Map", along with the copyright notice "Copyright © 2016 State of California".

Period	Return Status	Balance	Messages
31-Mar-2016	Multiple Returns	0.00	File Return

## Slide notes

This is the Account home page. You can either select the "Return List" to file a tax return for a specific period, or select "File or Adjust a Return" from the "I Want To..." menu.

State of California  
Employment Development Department

My Accounts » Account: XXX-XXXX-X

**Request**

Received Date	Due Date		Return	Status
	02-May-2016	<a href="#">File Now</a>	Wage Report	Outstanding
	02-May-2016	<a href="#">File Now</a>	Tax Return	Outstanding

2 Rows

**I WANT TO...**

- [Make a Payment](#)
- [File or Adjust a Return](#)
- [View My Payments](#)
- [Update Account](#)
- [Show More Options](#)

**PERIODS** **REQUESTS** **ACTIVITY** **NOTICES<sup>0</sup>** **LETTERS<sup>0</sup>** **NAMES & ADDRESSES**

Attention Needed<sup>1</sup> Last 3 Years All

**ATTENTION NEEDED**

Period	Return Status		Balance	Messages
31-Mar-2016	Multiple Returns	<a href="#">Return List</a> <a href="#">Pay</a>	0.00	<a href="#">File Return</a>

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## Slide notes

Select "File Now" next to Tax Return.

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Employment Development Department

My Accounts » Account: XXX-XXXX-X » Tax Return

31-Mar-2016 Tax Return for XXX-XXXX-X

Form Type: Quarterly Contribution Return and Report of Wages (DE 9)

Step 1: Select an option

☒ I Have Payroll to Report

☐ No Payroll to Report

Submit Cancel

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## Slide notes

For this demonstration, we are going to select “I Have Payroll to Report.”

e-Services for Business

https://eddservices.edd.ca.gov

Submit Cancel

### 31-Mar-2016 Tax Return for XXX-XXXX-X

Form Type: Quarterly Contribution Return and Report of Wages (DE 9)

Step 1: Select an option

☒ I Have Payroll to Report ☐ No Payroll to Report

Step 2: Enter Wage Information

**Instructions**

Total Subject Wages Paid this Quarter

Unemployment Insurance (UI) Total employee wages up to \$7000 per employee per calendar year.	UI % 6.20	x	UI Wages Required	=	UI Contributions Required
Employment Training Tax (ETT) Total employee wages up to \$7000 per employee per calendar year.	ETT % 0.00	x	ETT Wages 0.00	=	ETT Contributions 0.00
State Disability Insurance (SDI) Total employee wages up to \$106742 per employee per calendar year.	SDI % 0.90	x	SDI Wages Required	=	SDI Contribution 0.00
Personal Income Tax (PIT) Withheld					0.00
Subtotal (Sum of UI, ETT, SDI and PIT)					0.00
Less: Contributions and Withholdings Paid for the Quarter Does not include Penalty & Interest payments.					0.00
Total Taxes Due or Overpaid					0.00

Submit Cancel

## Slide notes

Here are instructions to assist you with the form, if needed.

e-Services for Business X

https://eddservices.edd.ca.gov

Submit Cancel

### 31-Mar-2016 Tax Return for XXX-XXXX-X

Form Type: Quarterly Contribution Return and Report of Wages (DE 9)

Step 1: Select an option

☒ I Have Payroll to Report ☐ No Payroll to Report

Step 2: Enter Wage Information

[Instructions](#)

Total Subject Wages Paid this Quarter

Unemployment Insurance (UI) Total employee wages up to \$7000 per employee per calendar year.	UI % 6.20	x	UI Wages <input type="text" value="7,000.00"/>	=	UI Contributions <input type="text" value="434.00"/>
Employment Training Tax (ETT) Total employee wages up to \$7000 per employee per calendar year.	ETT % 0.00	x	ETT Wages <input type="text" value="7,000.00"/>	=	ETT Contributions <input type="text" value="0.00"/>
State Disability Insurance (SDI) Total employee wages up to \$106742 per employee per calendar year.	SDI % 0.90	x	SDI Wages <input type="text" value="7,000.00"/>	=	SDI Contribution <input type="text" value="63.00"/>
Personal Income Tax (PIT) Withheld					<input type="text" value="100.00"/>
Subtotal (Sum of UI, ETT, SDI and PIT)					<input type="text" value="597.00"/>
Less: Contributions and Withholdings Paid for the Quarter Does not include Penalty & Interest payments.					<input type="text" value="597.00"/>
Total Taxes Due or Overpaid					<input type="text" value="0.00"/>

Select "Submit"

Submit Cancel

## Slide notes

When the information is completed, select "Submit."

e-Services for Business

https://eddservices.edd.ca.gov

### 31-Mar-2016 Tax Return for 455-7289-8

Form Type: Quarterly Contribution Return and Report of Wages (DE 9)

Step 1: Select an option

☒ I Have Payroll to Report ☐ No Payroll to Report

Step 2: Enter Wage Information

[Instructions](#)

Total Subject Wages Paid this Quarter	7,000.00
Unemployment Insurance (UI) Total employee wages up to \$7000 per employee per calendar year.	Contributions 434.00
Employment Training Tax (ETT) Total employee wages up to \$7000 per employee per calendar year.	Contributions 0.00
State Disability Insurance (SDI) Total employee wages up to \$106742 per employee per calendar year.	SDI % SDI Wages SDI Contribution 63.00
Personal Income Tax (PIT) Withheld	100.00
Subtotal (Sum of UI, ETT, SDI and PIT)	597.00
Less: Contributions and Withholdings Paid for the Quarter Does not include Penalty & Interest payments.	597.00
Total Taxes Due or Overpaid	0.00

Submit Cancel

Are you sure you want to submit this request?

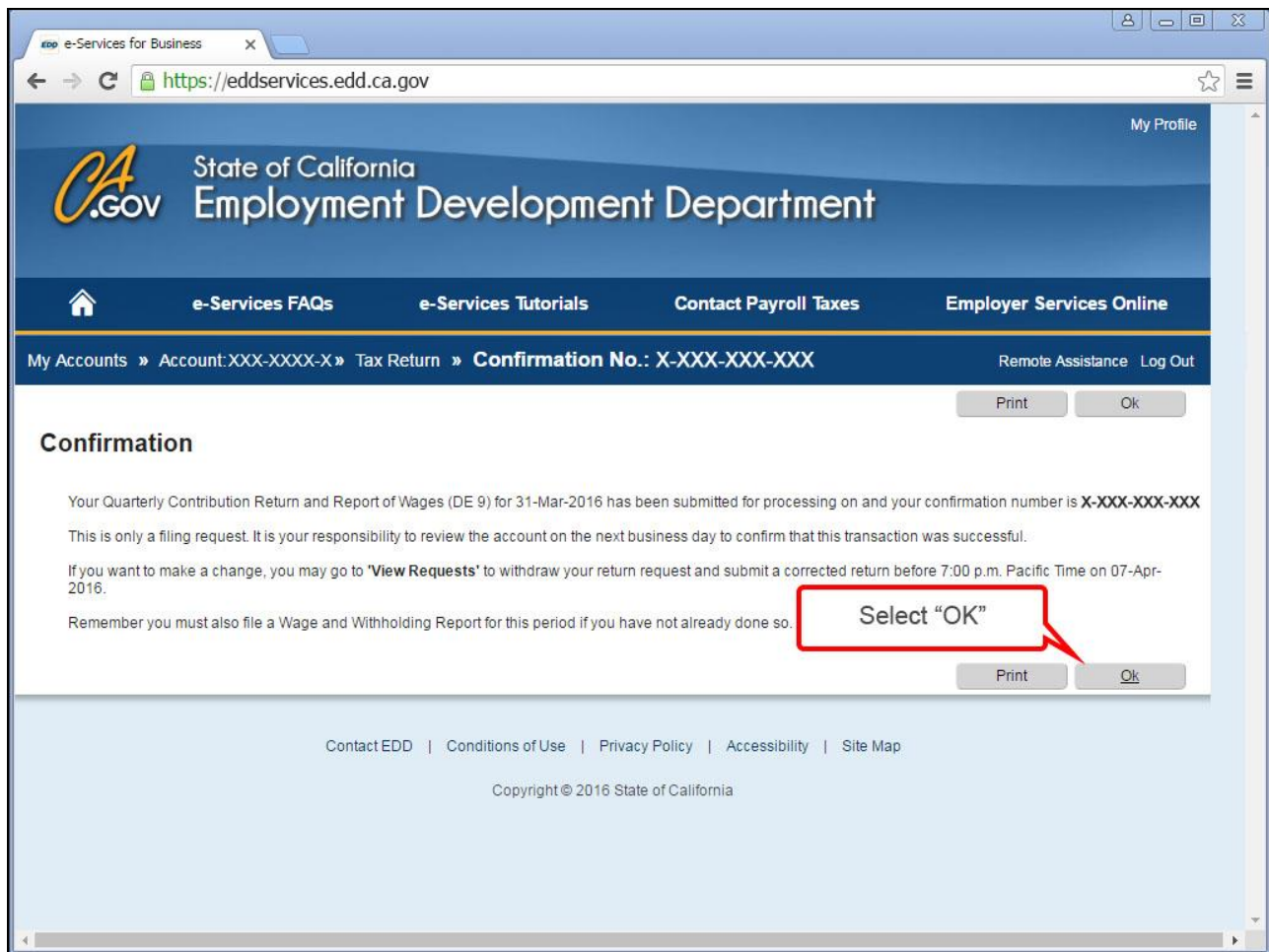
Ok Cancel

Select "OK"

## Slide notes

Are you sure you want to submit this request? Select "OK" to continue.





## Slide notes

Here is your confirmation number for the form you completed. You can print a copy for your records, and then select "OK" to continue.

The screenshot shows the EDD e-Services for Business portal. The user is logged in as 'Account: XXX-XXXX-X'. The page displays the 'EMPLOYMENT TAX XXX-XXXX-X' section with business details: SMALL BUSINESS, 123 ANY ST, SACRAMENTO CA 95814-0000. A red box highlights the 'File or Adjust a Return' option in the 'I WANT TO...' menu. Below this, there is a table of 'ATTENTION NEEDED' items.

Period	Return Status	Balance	Messages
31-Mar-2016	Multiple Returns	0.00	File Return

## Slide notes

Next we are going to file a Quarterly Contribution Return and Report of Wages (Continuation), DE 9C. Select "File a Return or Adjust a Return" from the "I Want To..." menu.

State of California  
Employment Development Department

My Accounts » Account: XXX-XXXX-X » Period List

SELECT PERIOD Show Future Periods Filter

1 - 25 of 42 1 2

Period	Return Status	Return List	Balance
30-Jun-2016		<a href="#">Return List</a>	0.00
31-Mar-2016	Multiple Returns	<a href="#">Return List</a>	0.00
31-Dec-2015	Multiple Returns	<a href="#">Return List</a>	0.00
30-Sep-2015	Multiple Returns	<a href="#">Return List</a>	0.00
30-Jun-2015	Multiple Returns	<a href="#">Return List</a>	0.00
31-Mar-2015	Multiple Returns	<a href="#">Return List</a>	0.00
31-Dec-2014	Multiple Returns	<a href="#">Return List</a>	0.00
30-Sep-2014	Multiple Returns	<a href="#">Return List</a>	0.00
30-Jun-2014	Multiple Returns	<a href="#">Return List</a>	0.00
31-Mar-2014	Multiple Returns	<a href="#">Return List</a>	0.00
31-Dec-2013	Multiple Returns	<a href="#">Return List</a>	0.00
30-Sep-2013	Multiple Returns	<a href="#">Return List</a>	0.00
30-Jun-2013	Multiple Returns	<a href="#">Return List</a>	0.00
31-Mar-2013	Multiple Returns	<a href="#">Return List</a>	0.00
31-Dec-2012	Multiple Returns	<a href="#">Return List</a>	0.00
30-Sep-2012	Multiple Returns	<a href="#">Return List</a>	0.00
30-Jun-2012	Multiple Returns	<a href="#">Return List</a>	0.00
31-Mar-2012	Multiple Returns	<a href="#">Return List</a>	0.00
31-Dec-2011	Multiple Returns	<a href="#">Return List</a>	0.00

Select "Return List"

## Slide notes

Select the "Return List" to file a wage report for a specific period.

State of California  
Employment Development Department

My Accounts » Account: XXX-XXXX-X » Period List

Request

Received Date	Due Date	Return	Status
02-May-2016	02-May-2016	<a href="#">File Now</a>	Outstanding
07-Apr-2016	02-May-2016	<a href="#">View Request</a>	Pending...
		<a href="#">File Now</a>	

3 Rows

31-Dec-2014 Multiple Returns [Return List](#) 0.00

30-Sep-2014 Multiple Returns [Return List](#) 0.00

30-Jun-2014 Multiple Returns [Return List](#) 0.00

31-Mar-2014 Multiple Returns [Return List](#) 0.00

31-Dec-2013 Multiple Returns [Return List](#) 0.00

30-Sep-2013 Multiple Returns [Return List](#) 0.00

30-Jun-2013 Multiple Returns [Return List](#) 0.00

31-Mar-2013 Multiple Returns [Return List](#) 0.00

31-Dec-2012 Multiple Returns [Return List](#) 0.00

30-Sep-2012 Multiple Returns [Return List](#) 0.00

30-Jun-2012 Multiple Returns [Return List](#) 0.00

31-Mar-2012 Multiple Returns [Return List](#) 0.00

31-Dec-2011 Multiple Returns [Return List](#) 0.00

## Slide notes

Select "File Now" next to Wage Report.

State of California  
Employment Development Department

My Accounts » Account: XXX-XXXX-X » Wage Report

31-Mar-2016 Wage Report for XXX-XXXX-X

Form Type: Quarterly Contribution Return and Report of Wages (Continuation) (DE 9C)

Step 1: Select an option

☒ I Have Payroll to Report ☐ No Payroll to Report

Submit Save and Finish Later Save and Continue Cancel

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## Slide notes

Step 1. Select an option, either you have payroll to report or you do not have payroll to report. In this example, we select "I Have Payroll to Report."

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Employment Development Department

My Profile

e-Services FAQs e-Services Tutorials Contact Payroll Taxes Employer Services Online

My Accounts » Account: XXX-XXXX-X » Wage Report Remote Assistance Log Out

Submit Save and Finish Later Save and Continue Cancel

### 31-Mar-2016 Wage Report for XXX-XXXX-X

Form Type: Quarterly Contribution Return and Report of Wages (Continuation) (DE 9C)

Step 1: Select an option

☒ I Have Payroll to Report ☐ No Payroll to Report

Step 2: [Enter Wages](#) or [Import File \(CSV Instructions\)](#)

**Select "Enter Wages"**

Complete Wage Information

**Number of Employees**

Employees full-time and part-time who worked during or received pay subject to UI for the payroll period which includes the 12th of the month.

1st Month	2nd Month	3rd Month
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Wage Detail Totals**

Total Subject Wages	\$0.00
Total PIT Wages	\$0.00
Total PIT Withheld	\$0.00
Wage Item Count	0

☐ Voluntary DI Wages

Submit Save and Finish Later Save and Continue Cancel

## Slide notes

Step 2. Select "Enter Wages."



State of California  
Employment Development Department

My Accounts » Account: XXX-XXXX-X » **Wage Report**

**Instructions**

You may report multiple Wage Plan Codes on the same return if your account is subject to both Unemployment Insurance and Disability Insurance.

**WAGE DETAIL**

1 - 1 of 1	SSN	First Name	M.I.	Last Name	Subject Wages	PIT Wages	PIT Withheld	Wage Plan Code

**Number of Employees**

Employees full-time and part-time who worked during or received pay subject to UI for the payroll period which includes the 12th of the month.

1st Month: 0, 2nd Month: 0, 3rd Month: 0

**Wage Detail Totals**

Total Subject Wages	\$0.00
Total PIT Wages	\$0.00
Total PIT Withheld	\$0.00
Wage Item Count	0

☐ Voluntary DI Wages

Buttons: Submit, Save and Finish Later, Save and Continue, Cancel

## Slide notes

Here are instructions again if you need assistance. Complete wage information for each employee. Select "OK" to continue.

State of California  
Employment Development Department

My Accounts » Account: XXX-XXXX-X » Wage Report

Submit Save and Finish Later Save and Continue Cancel

**31-Mar-2016 Wage Report for XXX-XXXX-X**

Form Type: Quarterly Contribution Return and Report of Wages (Continuation) (DE 9C)

Step 1: Select an option

☒ I Have Payroll to Report ☐ No Payroll to Report

Step 2: [Edit Wages](#) or [Import File \(CSV Instructions\)](#) [Clear All Wages](#)

**Number of Employees**  
Employees full-time and part-time who worked during or received pay subject to UI for the payroll period which includes the 12th of the month.

1st Month	2nd Month	3rd Month
1	1	1

**Wage Detail Totals**

Total Subject Wages	\$7,000.00
Total PIT Wages	\$7,000.00
Total PIT Withheld	\$100.00
Wage Item Count	1

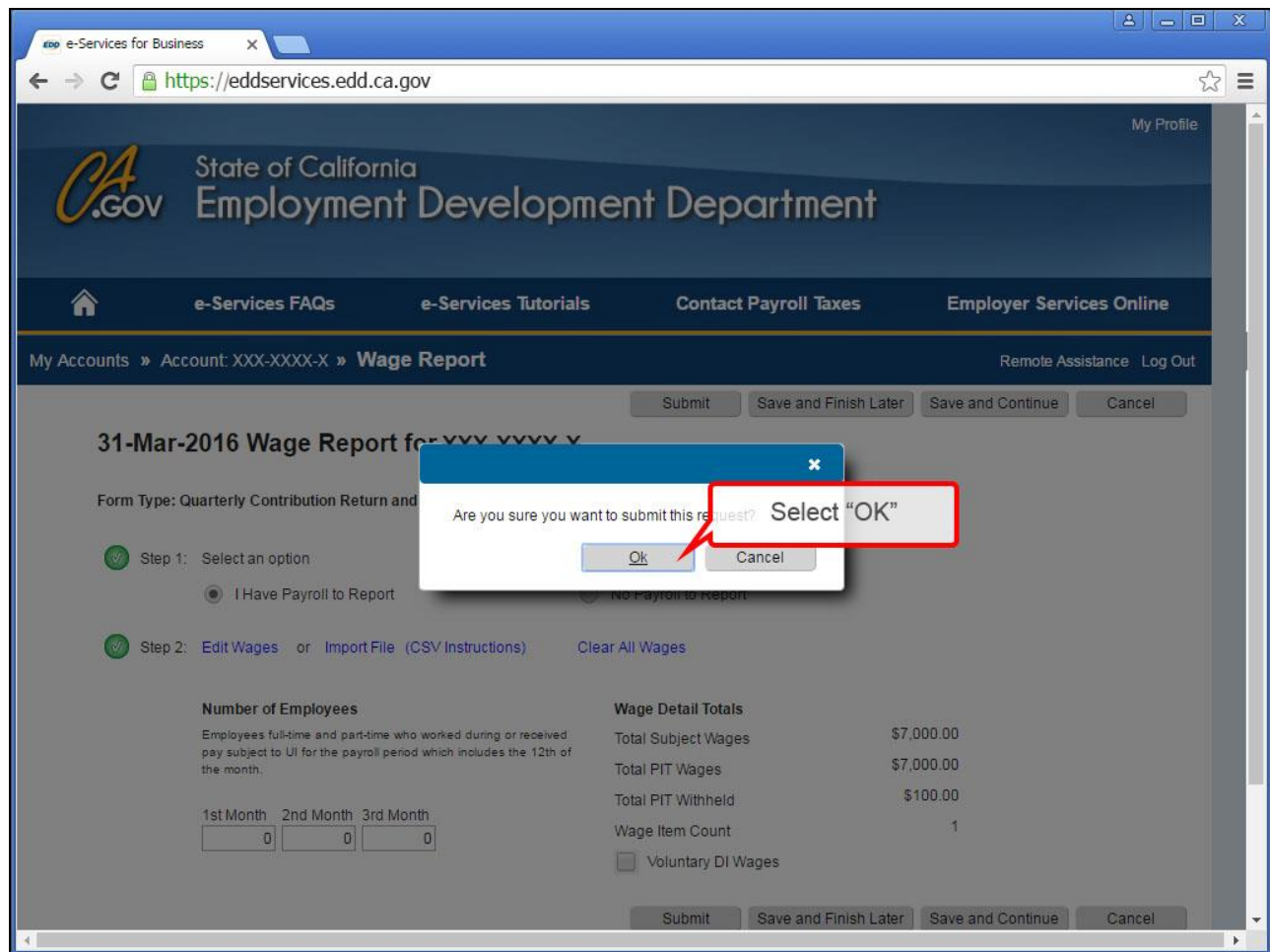
☐ Voluntary DI Wages

Submit Save and Finish Later Save and Continue Cancel

## Slide notes

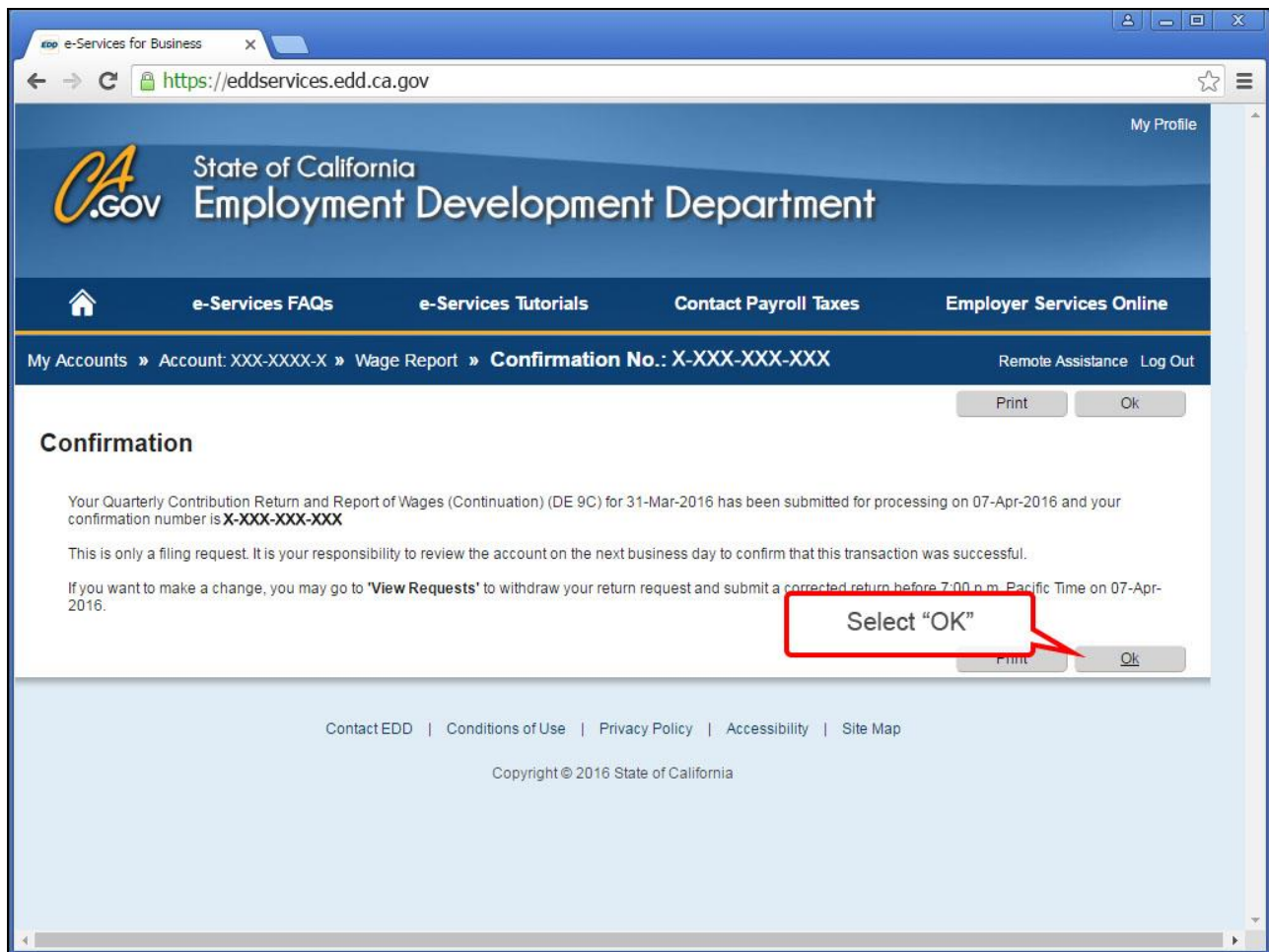
The "Wage Detail Totals" are populated from the wage report that we just entered. Enter the number of employees that worked each month of the quarter. Select "Submit" to send this request.





## Slide notes

Are you sure you want to submit this request? Select "OK."



## Slide notes

Here is your confirmation number for the form you completed. You can print a copy for your records, and then select "OK" to continue.

State of California  
Employment Development Department

My Profile

e-Services FAQs e-Services Tutorials Contact Payroll Taxes Employer Services Online

My Accounts » Account: XXX-XXXX-X Remote Assistance Log Out

EMPLOYMENT TAX XXX-XXXX-X

SMALL BUSINESS  
123 ANY ST  
SACRAMENTO CA 95814-0000

Select "Requests"

I WANT TO...

- Make a Payment
- File or Adjust a Return
- View My Payments
- Update Account
- Show More Options

PERIODS REQUESTS ACTIVITY NOTICES<sup>0</sup> LETTERS<sup>8</sup> NAMES & ADDRESSES

Attention Needed<sup>1</sup> Last 3 Years All

ATTENTION NEEDED Show Detail Filter

Period	Return Status	Balance	Messages
31-Mar-2016	Multiple Returns	0.00	File Return

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## Slide notes

Select "Requests."

The screenshot shows the EDD e-Services for Business website. The user is logged in as 'Account: XXX-XXXX-X'. The page displays the user's account information and a list of submitted tax returns and wage reports. A red box highlights the 'SUBMITTED TO BE PROCESSED' section, which contains two entries: a Wage Report and a Tax Return, both with a status of 'Pending...'.

Confirmation #	Submitted	Period	Title	Status	Logon
X-XXX-XXX-XXX	07-Apr-2016	31-Mar-2016	Wage Report	Pending...	
X-XXX-XXX-XXX	07-Apr-2016	31-Mar-2016	Tax Return	Pending...	

## Slide notes

Here we can see that the tax return and wage report are now pending.

Other Resources  
[www.edd.ca.gov](http://www.edd.ca.gov)

Taxpayer Assistance Center  
1-888-745-3886

**Slide notes**

Thank you for taking the time to watch this tutorial on how to file and adjust a tax return and wage report on e-Services for Business. Be sure to view our other tutorials demonstrating how to make a payment, get your UI Rate, and the many other actions available in e-Services for Business. Other resources are available at [www.edd.ca.gov](http://www.edd.ca.gov) or by calling the Taxpayer Assistance Center at 1-888-745-3886.